

18 MAY 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Information Science Training

REFERENCES : (A) Memorandum for the Chairman, United States Intelligence Board, Closure of the Information Science Center, dtd 3 Feb 72  
(B) Letter fm the ExecDir-Compt, CIA, to the Deputy Director, DIA, dtd 24 Mar 72  
(C) Letter fm the Deputy Director, DIA, to the ExecDir-Compt, CIA, dtd 13 Apr 72

1. Paragraph 10 of this memorandum contains a recommendation for the approval of the Deputy Director for Support.

2. In March 1972 the Central Intelligence Agency offered to assume responsibility for operating the Information Science Center (ISC) and provide courses of instruction in the application of information science to intelligence for CIA and for other USIB member agencies (Reference B). In April 1972, the DIA responded with a confirmation of facility support for the program (Reference C). The transfer of responsibility to CIA was the consequence of budget and manpower cuts which forced DIA to terminate financial support of the ISC (Reference A).

3. The ISC courses have been unique in their purpose as the only courses in the Intelligence Community which focus entirely on the needs of intelligence professionals for training in the use and application of intelligence information systems. They emphasize the application of information science methods to the intelligence process and they are user oriented, enabling more intelligence professionals to make more effective use of existing powerful and costly information systems with potentials that cannot be exploited without extensive training.

4. It is planned that during FY 1973, and probably during part of FY 1974, the ISC will be operated on an interim basis using reprogrammed CIA funds, and physical facilities provided by the Defense

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Intelligence School of DIA. These facilities include classroom and office space, and the DIAOLS computer system terminals for student training. They are available on a limited basis, imposing some constraints on the number, scheduling, and length of courses which can be offered, the size of classes which can be handled, and the number of faculty and administrative personnel who can be assigned. The net effect of these limitations is that about twenty weeks of instruction can be offered annually in FY 1973. Although this will be a significant accomplishment of vital training, it is only a temporary expedient. Probable longer term training needs include facilities which can handle larger numbers of students and staff, and an expanded scope of courses. Initial course offerings planned for FY 1973 include:

	<u>Weeks</u>
Application of Information Science to Intelligence Functions 4 weeks x twice annually . . . . .	3
Survey of Intelligence Information Systems 3 weeks x twice annually . . . . .	6
Management Science for Intelligence 1 week x twice annually . . . . .	2
Participation in existing OTR courses 1 to 3 day blocks of instruction in such OTR Courses as the Senior Seminar x 2, Advanced Intelligence Seminar x 3, Mid-Career x 4, Intelligence Production x 2, and Intelligence and World Affairs courses x 8 . . . . .	4
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The above schedule will accommodate about 160 students per year in six courses of one to four weeks. In addition about 250 students in twelve existing OTR courses can be given one to three days of information science training. The attached FY 1973 Financial Plan (Attachment A) supports the ISC Interim Program for FY 1973. Due to the lead times anticipated for funding, space, staffing and hardware-software acquisitions it probably will not be feasible to commence an accelerated program on Agency premises before 1 January 1974. Therefore, the FY 1973 level of course activity will probably prevail for the first six months of FY 1974.

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5. We anticipate that the current and continuing requirement of CIA and other agencies for training in the application of information science to intelligence is for a program with a student output at least three times the size of the interim FY 1973 program. Also it will be necessary to expand the scope of course offerings to meet training needs in application areas which are not now covered. For example, the Information Handling Committee of USIB has approved a five week course in Information Science for Indications and Warning and Current Intelligence. There will be a great need to expand the scope of the one to three day blocks of training included in some existing OTR training courses. We anticipate possible requirements for additional Workshop Courses in Intelligence Information Systems, devoted to particular applications and areas of interest, a course in Computer Security, and, possibly, for a systems course for Finance and Budget Officers. Specifying and defining total CIA requirements for FY 1974 and beyond will be an early task for ISC assigned personnel in FY 1973.

6. For planning purposes we are estimating an approximate three-fold expansion in the number of course offerings for the second half of FY 1974, and beyond. This would provide for a total of 50 to 60 weeks of course scheduling per year with an output of about 500 students per year in courses of one to six weeks duration, and about 500 additional students per year in segments of OTR courses of one to three days duration. Course offerings for FY 1974 could include:

	<u>Weeks</u>
Application of Information Science to Intelligence Functions 6 weeks x 3 annually . . . . .	18
Survey of Intelligence Information Systems 3 weeks x 3 annually . . . . .	9
Management Science for Intelligence 1 week x 3 annually . . . . .	3
Systems Analysis for Intelligence 2 weeks x 3 annually . . . . .	6
ADP Orientation 3 days x 4 annually . . . . .	2
Workshop in Intelligence System Applications 3 weeks x 3 annually . . . . .	9

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Course offerings for FY 1974 (cont'd)

	<u>Weeks</u>
Participation in existing	
OTR courses	
1 to 3 days x 19 courses	
(Senior Seminar x 2, Mid-	
Career x 4, Advanced Intelli-	
gence Seminar x 3, Intelligence	
and World Affairs x 8, Intelli-	
gence Production x 2) . . . . .	8
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This FY 1974 Transition Program is supported by the attached FY 1974 Financial Plan (Attachment B) containing the funding necessary for the relocation of the programs to CIA premises.

7. Cost projections for a Continuing Program for FY 1975 through FY 1978 are contained in Attachment C. This envisages, for financial planning purposes, an annual level of effort approximating that outlined in paragraph 6 of this memorandum. We have insufficient data at this time to estimate the number of years of maximum effort required to fulfill CIA needs for user training. However, two-thirds of the annual cost of the Continuing Program is for personal services. Levels of effort and cost reductions can be achieved by adjusting the size of the staff to meet the level of effort dictated by requirements. A summary financial plan for FY 1973 through 1978 is submitted in Attachment D.

8. Under DIA management the ISC program was staffed at a level of twelve positions, eight professional and four administrative. We believe that we can undertake in FY 1974 and beyond a more comprehensive program reaching more students with a smaller staff. The level of programming outlined in paragraph 6 will require seven professional faculty members and three administrative-secretarial personnel as described in Attachment E. A further reduction in the size of the staff would necessitate a reduction in the scope of the program. If we are willing and able to admit a significant number of students from other agencies to selected courses it is possible that one or more of these agencies will be willing to detail a faculty member to the staff without charge to the CIA staff or contract ceiling. NSA has agreed to provide on detail a full-time faculty member for the FY 1973 Interim Program.

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9. It is our best estimate that the maximum Continuing Program described in the preceding paragraphs will require approximately 7880 sq. ft. of space. The break-down of this estimate is contained in Attachment F. If space can be provided in the Chamber of Commerce Building this estimate can be reduced by 4300 sq. ft., or a revised total requirement of 3080 sq. ft. Classrooms and seminar/work rooms are already available in the Chamber of Commerce Building on a scheduled basis. The selection of this building is even more logical when one considers the variety of other administrative and training support immediately available for this program without further duplication of staff, space and equipment.

10. I recommend that the program and plans contained in this memorandum be approved with the understanding that modifications in course scheduling, content and scope may be made upon completion of further detailed studies of the requirements of the various Directorates of CIA, but that such program adjustments will be accomplished within the financial limits outlined herein. It is anticipated that a review and analysis of CIA requirements can be completed by 30 November 1972.

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HUGH T. CUNNINGHAM  
Director of Training

Atts

APPROVED:

John W. Coffey  
Deputy Director for Support

Date

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